

JOB VACANCY ANNOUNCEMENT AMERICAN EMBASSY – LOME

No.: 14HR-10

July 16, 2014

TO: All employees, All Agencies

OPEN TO: All interested Candidates

POSITION: Translator (Protocol), FSN-7 **(FP-7, AEFM only)**

OPENING DATE: July 21, 2014

CLOSING DATE: August 4, 2014

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Lome is seeking an individual for the position of **Translator**, in the in the Protocol Section.

To apply, please go to: <http://Togo.usembassy.gov/vacancies.html>

BASIC FUNCTION OF POSITION

The incumbent is the primary translator/interpreter for the Embassy, translating speeches, diplomatic notes, and correspondence from English into French or vice versa, as appropriate. Responsible for all aspects of protocol in the U.S. Mission in Togo. Serves as the protocol assistant and adviser to the Ambassador, the Deputy Chief of Mission and their spouses and, as required, to other mission officials, providing protocol guidance and protocol liaison with the Togolese government and local population.

The major duties and responsibilities are pasted just after the signature (page 4).

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Education:** A university degree in Liberal Arts, e.g. English, French, or philosophy is required.
- 2. Work experience:** A minimum of 3 years of interpreting or translating from English into French or vice versa is required.
- 3. Language:** Level IV (fluent) both spoken/reading English and French ability is required.
- 4. Knowledge:**
 - (1) Must have comprehensive knowledge of host government protocol guides, general etiquette and social customs of the host country, aspects of the political structure and situation of the host country affecting protocol, protocol and correspondence requirements, and instructions and procedures of the Department of State.
 - (2) In addition, must have ability to do basic research and analysis in a variety of technical subject matter fields in order to become familiar with the technical terminology involved in each subject matter field required to translate.
- 5. Skills and abilities**

Level II (40WPM) typing ability as well as the ability to use computer and a proficiency in Word and Excel is required. Ability to work under pressure, and maintain self-control in difficult situations (i.e. live translations/interpretations) and to turn out fast and accurate translations. Must possess good interpersonal skills to deal tactfully with senior government officials, diplomatic corps, and mission officials. Must have the ability to do research and analysis in order to become familiar with the new and appropriate terms used in the areas of protocol.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Before applying, please make sure you carefully read the application instructions on the website.

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); **and**
2. A current resume or curriculum vitae.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

WHERE TO SUBMIT APPLICATION? All application documents **MUST** be scanned (PDF file) and submitted to: HROLome@state.gov

CLOSING DATE FOR THIS POSITION: AUGUST 4, 2014

The U.S. Mission in Lome provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Audu M. Besmer
Management Officer

DUTIES AND RESPONSIBILITIES

I – TRANSLATOR/INTERPRETER DUTIES:

Translates and edits from English into French or vice versa for the use of the Ambassador, Deputy Chief of Mission (DCM) and other Foreign Service Officers (FSO) -Political, Consular, Economic/Commercial, Regional Security, Information Management, and Management:-

- Official documents/messages from the United States Government (USG) -including the White House- to the Head of State, Ministers, and high Government of Togo (GOT) officials. Also translates demarches, correspondence, diplomatic notes, reports and official speeches of the Ambassador, DCM and other officers.
- All letters from the Ambassador and DCM to GOT officials or members of the diplomatic community, other organization, and other political figures.

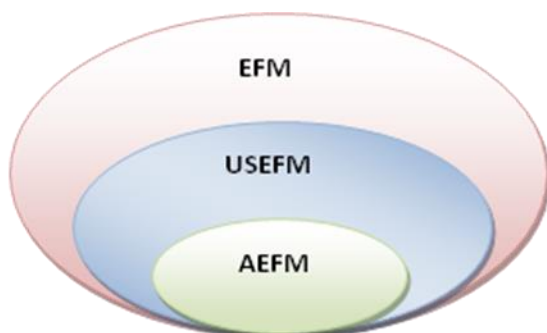
Translates:

- All USG messages to the GOT to include demarches, correspondence, diplomatic notes, reports et al.
- Messages, diplomatic notes, and letters from the GOT to the USG.
- Letters and diplomatic notes relating to communications, and technical matters on communications equipment.
- Legal documents pertaining to the operations of the U.S. Embassy.
- Highly technical international agreements, political and military subjects.
- As necessary makes revisions or corrections, check for spelling and correct grammar to translations made by other sections.
- Human Rights, Religious Freedom, and Trafficking in Persons reports for submission to Washington.
- Acts as interpreter for technical and sensitive meetings between VIPs and during conferences.

II – PROTOCOL DUTIES

- Communicates with:
 - Senior officials of the GOT as well as Togolese political figures, to convey messages from the Ambassador and DCM and to arrange appointments for Embassy officials as well as visiting American officials.
 - Members of the diplomatic corps and nongovernmental organizations.
 - People seeking appointments with the Ambassador or the DCM.
- Arranges appointments for the Ambassador and DCM with senior GOT officials and local political figures, as well as other members of the diplomatic corps and nongovernmental organizations in concert with Ambassador Office Management Specialist.
- Advises the Ambassador and the DCM on local protocol procedures, prevailing protocol customs, and practices.
- Coordinates and handles all protocol relating to VIP visits.
- Prepares invitations for the Ambassador and DCM and follows up on acceptances and regrets. Prepares guest lists, seating charts, and places cards for Ambassador's/DCM's luncheons, dinners, and other representational events.
- Drafts and types for the Ambassador, DCM, and other FSO's, letters, diplomatic notes, and correspondence, in both English and French.
- Monitors local press and newspaper for items of protocol, political, commercial, and social nature that may be of interest to the Ambassador and/or the DCM. Attends weekly Press Briefings.
- Develops and maintains lists of Togolese Government officials, the diplomatic community, and Embassy master guest list. Prepares July 4th guest list and invitations and Ambassador's Christmas list and cards.
- Participates in social functions to assist in introducing and identifying guests. Interacts with guests to enhance foreign relations.
- Maintains protocol files.
- Acts as back up to the Political/Economic Office Management Specialist and takes on excess workload.
- Use of ARIBA and eServices programs to request supplies, access requests, travel, training, etc.
- Accomplishes other duties/tasks assigned by supervisor.

Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

Is a U.S. citizen; and

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References